

COURT FACILITIES AND RECORDS SUPERVISOR

DEFINITION

Under direction, supervises the operation of the Court's Records Center; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for first line supervision of the daily operations of the court-wide records storage/retrieval/destruction program. It is distinguished from the Legal Processing Supervisor I in that the work supervised is a mix of clerical and physically demanding work in a warehouse setting.

ESSENTIAL FUNCTIONS

1. Plans, organizes, schedules, assigns and evaluates the work of the staff assigned to the Records Center, participates in selection and discipline.
2. Schedules work assignments to meet daily demands and deadlines.
3. Assists with planning and coordination of court-wide record management policies and procedures including records retention and microfilm destruction.
4. Oversees research and certification process and procedures.
5. Oversees the maintenance of the Court Records Center file inventory and surplus furniture warehouse; identifies and plans for storage racking needs and space availability; supervises the pick up, minor repair and delivery of furniture.
6. Evaluates file space storage needs in all court districts; plans and assists with retention and removal of file inventories in all court districts.
7. Orders file folders; monitors and maintains file inventory for all court districts.
8. Interprets and applies laws, rules, and regulations regarding records management procedures and retention guidelines; serves as a records management resource for court staff and other court agencies; prepares records management budget; compiles monthly statistics for the Court and compiles quarterly statistics for Judicial Council.

9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Four years of increasingly responsible records management experience that included lead level responsibilities preferably in a court or legal environment or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Employees of this class must be willing to work in a warehouse environment.

Knowledge of

Principles and practices of records management and project planning; modern inventory control practices; court forms; court filing systems; legal document processing; supervision practices and methods; generally accepted warehousing procedures and record keeping methods; safety practices and techniques; proper operation of warehousing equipment such as dollies, hand trucks, pallet jacks, etc; office computer applications; County requirements and state laws related to the operation of County-owned vehicles.

Ability to

Manage multiple projects; safely operate a motor vehicle; warehouse equipment; prepare correspondence and written reports; operate modern office equipment including a personal computer; maintain effective working relationships with vendors, County departments, Judicial Officers, and other court staff.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00